

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
SEPTEMBER 20, 2012

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, September 20, 2012 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:30 A.M. with Commissioner Corey D. O'Brien presiding.

**PRESENT:** Commissioner Corey D. O'Brien  
Commissioner Patrick O'Malley  
Commissioner James Wansacz  
Board Member Robert Lawton  
Board Member Timothy McGinley  
Board Member Rick Williams

**ALSO PRESENT:** Barry J. Centini, Airport Director  
Michael W. Conner, Assistant Airport Director  
Stephen Mykulyn, Director of Engineering  
Gary Borthwick, Director of Finance  
Mr. Gary DiBileo, Controller, Lackawanna County  
Attorney Donald Frederickson, Lackawanna County Solicitor

**ITEM 2:**  
**PUBLIC COMMENTS.**  
*(Chairman)*

None.

**ITEM 3:**  
**APPROVAL OF MINUTES.**  
*(Chairman)*

**MOTION:** To approve and dispense with the reading of the August 16, 2012 Bi-County Airport Board Meeting minutes.  
**MOVED BY:** Commissioner Corey O'Brien  
**SECONDED BY:** Board Member Timothy McGinley  
**VOTE:** Unanimous

**ITEM 4:**  
**BUSINESS REPORT:**  
*(Michael Conner – Assistant Airport Director)*

Passenger Activity

**DISCUSSION:** Mr. Conner reported on the "Airport Quick Look" charts, passenger enplanements for the month of August 2012 decreased 1.6% to 21,004 from 21,353 in the month of August 2011. Total passengers (including enplaned and deplaned) increased by 1.5% from 42,208 to 42,823. Enplanements for the month of August 2012 compared to the month of August 2010, increased by 799 which is 4.0%. In August 2012, 28 departing flights were cancelled: 20 for air traffic/weather; 4 for mechanical, 3 for crew issues and 1 diversion. This accounts for 1,281 seats (4.6%) out of a total 29,191 departure

**BUSINESS REPORT – Cont'd...**

seats. Also, 30 arriving flights were cancelled: 22 for air traffic/weather, 4 for mechanical, 3 for crew issues and 1 diversion.

General Aviation Operations.

**DISCUSSION:**

For August 2012, General Aviation had 1,379 operations (one take-off or one landing) which is a decrease of 18% from August 2011's 1,673 General Aviation Operations. General Aviation revenues decreased \$ 2,759 or 18% to \$ 12,692.

Financial Report

Revenue/Expenses Report.

**DISCUSSION:**

Mr. Conner reported that for the month of August 2012, Airport Operations had a net income totaling \$ 49,493, compared to a net income of \$ 47,696 in August 2011, which is a difference of \$ 1,797. Year-to-date, our net income for 2012 is \$ 170,775, which is \$ 180,355 less than the comparable 2011 net income of \$ 351,130. Invoices received since the last meeting for supplies and services total \$ 884,793.78. These invoices include major construction project costs of \$ 617,940.98.

Project Invoices.

**DISCUSSION:**

The following Airport Capital Project Invoices and Applications for Payment have been received since the last Board Meeting and are recommended for payment (AIP Echo Drawdown #2012/8).

Rehab. and Extend Hangar Road  
ACP 07-16

Hillman Security \$ 8,635.00

Invoice #S1208136, August 7, 2012 in the amount of \$ 8,635.00 for Auto Dome/Transmitter.

Scartelli Construction Company \$ 50,184.19

Application #10, September 18, 2012 in the amount \$ 50,184.19 for Construction Services.

This project is 57.64% complete.

Construct South General Aviation Apron  
ACP 10-01

Popple Construction \$ 441,967.17

Application #9, September 17, 2012 in the amount \$441,967.17 for Construction Services.

URS Corporation \$ 28,319.57  
Invoice # 5207243, July 26, 2012 in the amount \$ 28,319.57 for Inspection Services.

This project is 69.10% complete.

**BUSINESS REPORT – Cont'd...**

Lighting Control & Security Gate Work With New ATCT  
ACP 10-05

KBA Engineering \$ 4,000.00

Invoice #6850, September 10, 2012 in the amount  
\$ 4,000.00 for Design Services.

Everon Electrical \$ 57,996.00

Application #3, September 14, 2012 in the amount  
\$57,996.00 for Construction Services.

This project is 45.94% complete.

Parking Study and Construct Additional Surface Parking Project  
ACP 10-07

KBA Engineering \$ 14,807.50

Invoice # 6849, September 10, 2012 in the amount  
\$ 14,807.50 for Design Services.

This project is 90.49% complete.

Rehab. Airline Apron & Install PAPI (RW 10)  
ACP 12-02

McFarland Johnson \$ 12,031.55

Invoice #2, September 6, 2012 in the amount  
\$ 12,031.55 for Design Services.

This project is 28.05% complete.

Airport Passenger Facility Charge (PFC) Trust Transfers

**DISCUSSION:**

The following PFC transfers are recommended for Airport Board approval.  
PFC Drawdown # 2012/8 Check #1004.

Design & Construct New South General Aviation Apron

Popple Construction \$ 11,049.18 CIP 19610-01  
Construction  
ACP 10-01

URS \$ 707.99 CIP 19610-01  
Inspection  
ACP 10-01

Lighting Control & Security Gate Work With New ATCT

Everon Electrical \$ 8,940.00 CIP 19610-05  
Construction  
ACP 10-05

**BUSINESS REPORT – Cont'd...**

**MOTION:** Request the Airport Board accept and approve the above transactions and payments and approve the PFC Trust Transfers.  
**MOVED BY:** Commissioner James Wansacz  
**SECONDED BY:** Board Member Timothy McGinley  
**VOTE:** Unanimous

**ITEM 5.**

**CONTRACTS/LEASES/AGREEMENTS:**

*(Michael Conner – Assistant Airport Director)*

Agreements for News Rack Space.

**MOTION:** Recommend the Airport Board approve the following Agreements for News Rack Space.

Agreement for News Rack Space between the Scranton Times, LP and the Wilkes-Barre/Scranton International Airport effective August 21, 2012 for a period that expires on December 31, 2012, at a cost of \$ 120.00 per month, for 8 news rack units, and annual maintenance fee of \$ 192.00 for the cleaning and upkeep of the news rack units and enclosure, and....

Agreement for News Rack Space between the Times Leader and the Wilkes-Barre/Scranton International Airport effective August 16, 2012 for a period of three (3) calendar years beginning on August 1, 2012 at a cost of \$45.00 per month, for 3 news rack units, and an annual maintenance fee of \$ 72.00 for the cleaning and upkeep of the news rack units and enclosure.

**MOVED BY:** Board Member Rick Williams  
**SECONDED BY:** Commissioner James Wansacz  
**VOTE:** Unanimous

**ITEM 6.**

**DIRECTOR'S COMMENTS:**

*(Barry J. Centini, Airport Director)*

Personnel.

**MOTION:** Recommend the Airport Board ratify the appointments of Mr. Brian Williams, 813 Hawthorne Street, Avoca, September 7, 2012 and Mr. Edward Belavitz, 36 Wayman Road, Waymart, September 12, 2012 to custodian positions.

**MOVED BY:** Commissioner James Wansacz  
**SECONDED BY:** Board Member Timothy McGinley  
**VOTE:** Unanimous

FAA Grant Agreements.

**MOTION:** Recommend the Airport Board approve and ratify the acceptance of the FAA Grant agreement #3-42-0105-056-2012 for Acquisition of an Aircraft Rescue and Fire Fighting Vehicle and ARFF Protective Gear, subject to solicitors concurrence. Grant amount \$ 211,106.00 which represents 90% of total acquisition cost.

**MOVED BY:** Commissioner Patrick O'Malley  
**SECONDED BY:** Commissioner James Wansacz  
**VOTE:** Unanimous

**DIRECTOR'S COMMENTS – Cont'd...**

**MOTION:** Recommend the Airport Board approve and ratify the acceptance of the FAA Grant Agreement # 3-42-0105-057-2012 to conduct an Environmental Study for the Extension of Taxiway B subject to solicitors concurrence. Grant amount \$428,229.00, which represents 90% of total project cost.

**MOVED BY:** Board Member Timothy McGinley  
**SECONDED BY:** Commissioner Corey O'Brien  
**VOTE:** Unanimous

**New South General Aviation Apron Project.**

**MOTION:** Recommend the Airport Board approve the proposal (Attachment A) from URS Corporation, Hunt Valley, MD. For Additional Construction Phase Services for the New South General Aviation Apron, subject to FAA, PennDOT and solicitors concurrence. The Proposal, Attachment A, will become part of original agreement between URS Corporation and the Wilkes-Barre/Scranton International Airport dated September 30, 2010. Amount not to exceed \$222,500.00.

**MOVED BY:** Commissioner Patrick O'Malley  
**SECONDED BY:** Commissioner James Wansacz  
**VOTE:** Unanimous

**MOTION:** Recommend the Airport Board approve Change Order #3 to Popple Construction Company's contract increasing the total amount \$300,329.89 from \$ 5,663,915.48 to \$ 5,964,245.37, subject to FAA, PennDOT and Solicitors concurrence. Change Order #3 is a result of the following:

1. Winter shutdown 2011 and remobilization in 2012.
2. Additional time and material work performed to re-work previously placed soil material from last year due to wet weather conditions.
3. Placement of erosion and sediment control (E&S) and stormwater management (SWM) measures along the haul road and borrow site areas last year that was not claimed by the contractor under Change Order # 1 and #2.
4. Time and material work associated with off-site borrow material placement in 2012 that was a result of the existing soil stockpiles being too wet to be placed as fill material.
5. Placement of additional E&S controls for the ongoing 2012. construction as directed by Luzerne County Conservation District personnel.

**MOVED BY:** Commissioner Patrick O'Malley  
**SECONDED BY:** Board Member Timothy McGinley  
**VOTE:** Unanimous

**Rehabilitate/Extend Hangar Road Project.**

**MOTION:** Recommend the Airport Board approve Change Order #1 to Scartelli Construction Services, Inc. contract, increasing amount \$66,170.81 from \$ 1,984,819.20 to \$ 2,050,990.01 subject to FAA, PennDOT and solicitors concurrence. Change Order #1 has been reviewed and approved by our Engineer L. R. Kimball. Cost increase was due to the following:

1. Repair of 1" waterline – Hangar #4.
2. Repair of Rain Leader – Hangar #2.
3. Install 12" Storm Line Under Electrical Duct – Hangar #4.
4. Re-routing Existing 4" Sewer Line at former Verizon Bldg.
5. Installation of Stormwater Inlets, installed under new S. G/A Apron.

**DIRECTOR'S COMMENTS – Cont'd...**

6. Tie in 12" Stormline into 15" ADS storm piping.
7. Install two 15" 22 degree elbows below utility line.
8. Lower 8" PVC Sanitary Sewer Line and Re-route 6" Sanitary Sewer Line at Saker Aviation.
9. Redesign Fuel Farm Entrance Gate.
10. Modification to DuoGuard stair enclosures and Upgrades for stairs due to elevation changes.

**MOVED BY:**

**SECONDED BY:**

**VOTE:**

Commissioner Patrick O'Malley

Commissioner Corey O'Brien

Unanimous

**Allegiant Airlines "Vote for Vacation" Campaign.**

**DISCUSSION:**

Mr. Centini informed the Airport Board that Allegiant Airlines Bus will arrive at the Wilkes-Barre/Scranton International Airport (AVP) at 4:00 P.M. today. Individuals can come to the Airport between 4:00 P.M. and 6:00 P.M. to cast a vote for their favorite Allegiant destination. The first 100 people who casts a vote will receive a "Tax Break" off their next Allegiant vacation - a coupon for \$ 21.60 off. One (1) winner at AVP will receive two (2) round trip tickets and one (1) Grand Prize winner, selected from all Allegiant markets will receive Free Flights for Four Years.

He went on to explain that Allegiant has three (3) campaign busses that are traveling around the country to all Allegiant served markets, during the month of September, encouraging people to "Vote For Vacation".

He reported that WKRZ FM will be broadcasting live from the Airport from 4:00 P.M. to 6:00 P.M. Mr. Centini is encouraging our local travelers to come and "Vote For Vacation" at the Wilkes-Barre/Scranton International Airport, today, between 4:00 P.M. and 6:00 P.M. He said to look for the Allegiant Campaign Bus parked in front of the Terminal Building.

**Miscellaneous.**

**DISCUSSION:**

Mr. Centini informed the Board that Mr. Conner will now give a report on the NEC/AAAE Conference that he and Mr. Conner attended on August 18-22, 2012 in Providence, RI.

**DISCUSSION:**

Mr. Centini informed the Board that the Federal Aviation Administration Air Traffic Control Tower will officially be dedicated September 28, 2012 at 10:00 A.M. He stated Secretary of Transportation Mr. Ray LaHood and Acting FAA Administrator Mr. Michael Huerta are scheduled to be here for the dedication ceremony.

**ITEM 7.**

**OTHER MATTERS:**

*(Chairman)*

None.

**ITEM 8.**

**ADJOURNMENT:**

*(Chairman)*

**MOTION:**

To adjourn the meeting.

**MOVED BY:**

Board Member Timothy McGinley

**SECONDED BY:**

Board Member Rick Williams

**VOTE:**

Unanimous

The meeting was adjourned at 11:53 A.M.